

## RECREATION LEADER II

### DEFINITION

Under direct supervision, the positions assigned to this unclassified classification supervise and lead a variety of recreational, clerical and custodial duties at a community playground or other recreational facilities

### DISTINGUISHING CHARACTERISTICS

The Recreation Leader Series is comprised of three classifications: Recreation Leader I, II and Senior Recreation Leader. The positions within these classifications support the Parks, Recreation, and Community Services Department by providing a full range of responsibilities. The work performed can vary considerably based upon the program, event, facility and/or assignment.

The Recreation Leader II is the second level in the Recreation Leader series. A Recreation Leader II is distinguished from a Recreation Leader I in that the Recreation Leader II implements and takes the lead on programs, performs more complex work requiring greater skill and often supervises lower level Recreation Leaders.

Classifications in this series organize, lead and participate in the various recreation programs at City parks, playgrounds, day camps, and other community facilities on a part-time basis.

### SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report directly to higher level Recreation Leaders or full-time staff. Depending on assignment, responsibilities may include providing direction and supervision to lower level Recreation Leaders, volunteers and patrons.

### ESSENTIAL JOB DUTIES

The following tasks are essential for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Leads and supervises recreation programs, activities, and events at various recreation facilities.
2. Engages participants in a variety of positive, fun, and age-appropriate activities, programs and events.
3. Responsible for proper use, care, and maintenance of supplies, equipment and facilities.
4. Maintains control at the facility to which assigned.
5. Supervises and prepares facilities for sports games activities, classes, events, and programs including setting up and breaking down tables and chairs and ensures set up in accordance with the event/contract/permit agreement.

6. Assists in the operation of leagues, tournaments, meets, and the daily programmed activities at the recreation facility.
7. Maintains attendance, payroll, program, and maintenance records.
8. Process registrations and facility rentals, including collecting, handling and processing fees per City's Cash Handling procedures.
9. Keeps the facility in a clean, sanitized and orderly condition, ensuring supplies are adequately stocked.
10. Acts as a liaison to parents, patrons and participants.
11. . Serves the public by answering inquiries in person or by telephone in a courteous and tactful manner.
12. May assist with reservations and scheduling recreation facilities.
13. Sorts and arranges documents or correspondence in alphabetical or numerical order. Opens and sorts incoming mail. Labels, stuffs, seals and sorts outgoing mail projects. Operates a personal computer to enter and retrieve data and produce documents using a variety of software packages. Uses photocopier as needed to scan and duplicate documents, signage, program rosters, etc.
14. Works cooperatively and communicates effectively with the public, co-workers, volunteers and patrons.
15. Performs related duties as required.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- First Aid and basic safety requirements and procedures.
- Various recreational activities that are of interest to the community.
- Cardio Pulmonary Resuscitation (CPR) procedures.
- Youth sports, games, and elementary arts and crafts.
- Facilities and equipment needed in recreation programs.
- Methods of recreation, supervision, and instruction of recreation programs.
- Microsoft Office computer programs and registration software.

### **Skill and Ability to:**

- Work effectively in a team environment.
- Work cooperatively and communicate effectively with the public, co-workers and City officials.
- Lead participants in recreation activities.
- Maintain control over facilities and programs.
- Instruct and functionally supervise recreation participants.
- Follow oral and written directions.
- Lead and direct the work of subordinate employees.

## **LICENSE AND CERTIFICATES**

Must possess and maintain certificates in First-Aid and Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) within three months of employment.

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: graduation from high school or equivalent and either 1) completion of 30 college semester units or 2) one year of experience in providing recreation, community, or social program activities. Must be 18 years of age.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand and/or walk for long periods.
- Be able to participate in indoor and outdoor physical activities such as games, excursions, sports, field maintenance, and event setup and takedown.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.